



# Fee Waiver, Adjustment of Fees Application

King County Code (KCC) 27.02.040 gives the Department of Local Services Permitting Division (Permitting) Director discretion to waive all or a portion of a development review fee administered by the Division, provided the waiver is warranted in the Director’s judgment.

Fees charged by Permitting for other governmental agencies, such as school districts or other King County departments, may be waived only through procedures established by King County Code.

Applicant Information			
APPLICANT NAME			
APPLICANT STREET ADDRESS			
CITY	STATE		ZIP CODE
TELEPHONE NUMBER		EMAIL ADDRESS	
PERMIT APPLICATION TYPE		APPLICATION/PERMIT NUMBER	
DESCRIPTION AND AMOUNT OF FEES REQUESTED TO BE WAIVED			

## Justification Guidelines

Provide a detailed explanation or justification for waiving the fee(s). A fee may be waived at the discretion of the Director for one or more of the following reasons, provided for in KCC 27.02.040:

- The fee is for a service that was not performed. The determination of the performance of the service shall be made by the Director.
- The fee duplicates another fee or is an additional charge for a service for which a fee has already been collected.

## Fee Waiver, Adjustment of Fees Application, continued

- The fee is based on a professional or processing error or unnecessary review by a Permitting employee.
- The fee is for permit approval of the seismic retrofit of a single family residence with the following characteristics: wood-frame construction; light-weight roof of regular shape; reinforced concrete foundation; no more than two stories in height; and situated on a relatively level lot.
- The fee is for a service(s) in response to a natural disaster as declared by the Executive in accordance with K.C.C. 12.52.030, including review or inspection of a permit(s) to repair, abate or demolish a structure due to property damage caused by a natural disaster.
- The fee is for a service in response to a public health or safety emergency, for which in the judgement of the Director the public benefit of permitting services exceeds the fee for the services.

**Statement of Justification** (if more space is needed, please attach a separate sheet):

APPLICANT SIGNATURE

DATE

### Submittal

Submit this completed form to:

Permitting Division Director  
Department of Local Services, Permitting Division  
35030 SE Douglas Street, Suite 210  
Snoqualmie, WA 98065-9266